

Rubric for Letter

	1 Minimal Achievement	2 Limited Achievement	3 Adequate Achievement	4 Commendable Achievement	5 Exceptional Achievement
Response to Topic/Ideas	No Clear Purpose. Did not respond to topic.	Tried to respond to topic. Limited summary of their woman. Shows little understanding of the sources.	Included a short summary of their profiled woman. Lacking in connections or insight.	Understands the life of their woman. Is able to hypothesize regarding her life and give an opinion.	Shows complete understanding and insight regarding the life of their woman. Analyzes and evaluates issues confronting her and gives a personal opinion.
Organization	Paper lacks organization. Not in letter format.	Some organization. May be a beginning but no end. Weak on letter format.	Structure moves the reader through. Recognizable intro and conclusion. Some transition	Logical, chronological intro, body, conclusion. Beginning, middle, end. All elements of a letter are present.	The structure of the text moves the reader. Sequencing logical. Good transitions. A well-written letter.
Voice/Style	No sense of voice or style.	Lacking a sense of voice or style.	Voice may appear unnatural.	A good sense of voice and knowledge of audience.	Voice is clear, personality shines through. Voice shows understanding "their woman".
Conventions	An extreme number of errors in spelling, capitalization, grammar and punctuation.	Many errors in spelling, capitalization, punctuation, and grammar.	Some errors in spelling, capitalization, punctuation, and grammar.	A few errors in spelling, capitalization, punctuation, and grammar.	No errors in spelling, capitalization, punctuation, and grammar.